

FEDERAL UNIVERSITY OF TECHNOLOGY, OWERRI
SCHOOL OF ENGINEERING AND ENGINEERING TECHNOLOGY
DEAN'S OFFICE
INTERNAL MEMORANDUM

To Senate:

From: Chairman, Committee of Deans
Date: 28th May, 2019

CONDUCT OF 2018/2019 HARMATTAN SEMESTER EXAMINATIONS

A Invigilation

1. Every student is to be admitted into the examination hall by the invigilator on presentation of **Examination Permit** (Passport - sized photograph of the student, properly **identified** and **authenticated** by his/her department).
2. Invigilators are to be at their examination venues **one hour** before commencement of examinations to **receive** examination materials and to **check** in the student into the halls.
3. Departmental Examination officers are to **deliver the examination materials and question papers** to the **invigilators** at the venues where **their student** are taking the examinations. *A chief*
4. For **University/School courses**, the **departmental examination officers** are to collect the question papers from the **Host Department/Centre** and **deliver** to the venue where their students are.
5. Every **Lecturer** whose course is being taken and the **Advisers of the class** are to be at the venue where their student are taking their courses with the **class list** of the course for checking.
6. **Associate Deans** are to **supervise** Examinations holding in the venues in their schools, **monitor** the attendance/performance of the invigilators and **report any challenges** to the Chairman Committee of Deans through their Deans.
7. At the end of the examination, the scripts will be **collected, counted, labeled and deliver** to the department that hosts the course by the **Chief Invigilator**.

B Examinations Misconduct

1. Any case of examination misconduct must be reported to the **HOD/Dean** of the student by the **Chief invigilator** of the venue.
2. While the examination is on, the **suspected examination misconduct offender will be required to complete the examination misconduct form** and then be allowed to continue with the examination.
3. At the end of the examination the misconduct forms already completed by the suspected offender **will be attached to their scripts and forwarded by the chief invigilator to the Dean/HOD of the student or the chairman committee of Deans for further action.**

[Signature]
Engr. Prof. G.I Nwandikom